



**Terms of Reference  
(TOR) for**

**(Supply of office  
stationaries)**

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries, while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>

CHAI is therefore looking for suppliers or service providers to submit competitive bids for the Supply of office supplies and stationaries at CHAI Offices.

Interested and qualified service providers are encouraged to express their interest in Supplying office stationaries at CHAI Offices located in Kacyiru. Actual vendors in our database on the above-mentioned services are encouraged to submit their bids too.

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned services:

**I. Administrative Documents and other required documents:**

- The letter of submission of the tender correctly filled, signed and sealed
- Brief Overview of company (Company profile) including physical business address and postal address
- Latest Business Registration Certificate;
- Evidence of Tax registration and valid RRA Tax clearance certificate
- Valid RSSB clearance certificate
- Proof of using EBM
- Proof of the last company's tax declaration
- At least three (3) proven previous experience with recommendations in performing similar services



## II. Pricing

Interested suppliers or service providers are required to provide unit cost for the following listed items and the quoted prices should include all applicable taxes.

Nº	Item description	Unit
<b>Office supplies and stationaries</b>		
1	Staples 26/6	Pack of 10/12 small box
2	Staples 24/6	Pack of 10/12 small box
3	Staples big 66/14 (precise the size you have)	Pack of 10/12 small box
4	Stapler middle size	pc
5	Stapler small size	pc
6	Stapler big size	pc
7	Staple remover	Pack
8	Paper clip 32mm/33mm	Pack of 10/12 small box
9	Paper clip 50/51 mm	Pack of 10/12 small box
10	Paper clip 78mm	Pack of 10/12 small box
11	Binder clips 15 mm	Pack of 12small dozen
12	Binder clips 16 mm	Pack of 12small dozen
13	Binder clips 19mm	Pack of 12small dozen
14	Binder clips 25mm	Pack of 12small dozen
15	Binder clips 31mm/32mm	Pack of 12small dozen
16	Binder clips 35mm	Pack of 12small dozen
17	Binder clips 41mm	Dozen
18	Binder clips 51mm	Dozen
19	Filing box (hard folder)normal size	Pack
20	Filing box (hard folder) medium /plastic /various colors	Pack
21	Filing box (hard folder) small /plastic /various colors	Pack
22	Archive box kaki 36x26x11cm	Pack
23	Business card holder	pc
24	Signature book	pc
25	Register book 330mmX210mm	pc
26	Calculator	pc
27	Scientific calculator	pc
28	Notepad with plastic cover	pc
33	Small & simple notepad with spiral A5	Dozen
29	Notepad A4	Dozen
30	Notebook A4	Dozen
31	Notebook A5	Dozen
32	Notebook A3	Dozen
34	DVD-R 4.7 GB 120 min	Pack



<b>Nº</b>	<b>Item description</b>	<b>Unit</b>
35	Paper glue	Dozen
36	Paper glue /gel	Dozen
37	Hard cover for binding	Ream
38	Transparent cover for binding	Ream
39	Pencil	Dozen
40	Pen (blue)-BIC	Pack of 50
41	Pen (black)-BIC	Pack of 50
42	Pen (red)-BIC	Pack of 50
43	Desk organizer	pc
44	Writing case simple and portable with paper clamp	pc
45	Ruber bands	pqt
46	Stamping ink	pc
47	corrector ink	Set of 2
48	Envelope A4	Pack of 50
49	Envelope A3	pqt de 50
50	Envelope A5	pqt de 51
51	Envelope small white	pqt de 50
52	Simple document file/paper file	Pack of 50/100
53	Plastic file	Pack of 20
54	A4 Suspension file	Pack of 50
55	Incoming courier book	Pc
56	Outgoing courier book	Pc
57	Flash disc 4 GB	Pack of 10
58	Flash disc 8 GB	Pack of 10
59	External Hard disk 500GB	pc
60	Plastic Ruler 30 cm	pc
61	Plastic Ruler 50 cm	pc
62	Binding machine	pc
63	Permanent marquer	Dozen
64	White board marker	Dozen
65	Pair of cissors	pc
66	Soletape/adhesive paper transparen with a holder	pc
67	Soletape/adhesive paper white & big	pack
68	Soletape/adhesive paper white & small	Pack
69	Scoth /Kaki big	Pack
70	Printing paper A4, super white 80 G/m2 sizeA4 / Type: Mond/Azhar	Box of 5 reams
71	Flip chart paper	pc
72	Flip chart stand	pc



Nº	Item description	Unit
73	Punching machine /middle sized	pc
74	Punching machine /big	pc
75	Desk organizer	pc
76	Key holder	Pack
77	Post it yellow /small	Dozen
78	Post it yellow big	Dozen
79	Post it: set of mixed colors	set of 5
80	Post it with various colors in one	pc
81	Sign here stickers, differen colors	pc
82	Office Dust bin	pc
83	Pins mixed colors	Pack
84	Set of divider (1-12)	set
85	Set of divider (1-31)	set
86	Set of divider (Month)	set
87	Plastic binding spiral /21 rings, 6mm	Box of 100 pc
88	Plastic binding spiral /21 rings, 8mm	Box of 100 pc
89	Plastic binding spiral /21 rings, 10mm	Box of 100 pc
90	Plastic binding spiral /21 rings, 12mm	Box of 100 pc
91	Plastic binding spiral /21 rings, 14mm	Box of 100 pc
92	Plastic binding spiral /21 rings, 16mm	Box of 100 pc
93	Plastic binding spiral /21 rings, 21mm	Box of 100 pc
94	Plastic binding spiral /21 rings, 25mm	Box of 100 pc
95	Plastic binding spiral /21 rings, 32mm	Box of 100 pc
96	Highlighter /yellow,green, blue, pink	Pack of 10
97	Sharpener	Pack
98	Office tray /organizer	Set of 3 (plastic)
99	Office tray /organizer	Set of 3 (transparent)
100	Projector screen(2.5mx3m) or any other size	pc
101	White board small(precise the size)60*90	pc
102	White board big(precise the size)120*240	pc
103	Pin board (precise the size)60*90	pc
104	Shredder with 6-Gallon Pullout Basket and 30 Minutes Continuous Run Time	pc
105	Battery A++	pair
106	Battery A+++	pair
107	Ink pad	pc
108	Tablet Chargers, SAMSUNG Type	pc
109	Microfiber cloths cleaning for computer	pc
110	Pointer	pc



Nº	Item description	Unit
111	Fridge adapter	pc
112	Fridge guard	pc
113	Agenda diary	pc
114	Foam cleaner for laptop	pc

### III. Submission and selection

Well written bids documents prepared in English, will be sent to this email address [rwandaprocurment@clintonhealthaccess.org](mailto:rwandaprocurment@clintonhealthaccess.org), with "Tender reference number" in the subject line not later than **Friday 21<sup>st</sup> March 2025 at 05:00 pm local time.**

It shall remain your responsibility to ensure that your bids will reach the address email above on or before the deadline. Bids documents that are received by CHAI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Bidders will be first evaluated on terms of the requirements, those who do not fulfil all the requirements or do not submit the required administrative documents will be disqualified. Only shortlisted suppliers/service providers will be contacted.

The successful vendors or service providers will be added in our database and can be contacted when it deemed necessary. The database may be updated in the middle of the year and new qualified suppliers or service providers can be added to the database.

CHAI reserves the right to confirm the information given by applicants in order to validate the information and make informed decisions.

CHAI reserves the right to accept or reject any application based on the evaluation criteria.

#### **Note:**

- **Data Protection and Consent:**  
*"By submitting a proposal in response to this Request for Expression of Interest (REOI), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."*
- **Conflict of Interest Declaration:**  
*"By responding to this Request for Expression of Interest (REOI), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."*